



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO: E20030042

OPEN: 2/26/2003

CLOSE: 3/12/2003

THE POSITION IS FOR A MINIMUM PERIOD OF TWO YEARS WITH THE POSSIBILITY OF EXTENSION FOR UP TO AN ADDITIONAL TWO YEARS. THE APPOINTMENT WILL START IN THE SUMMER 2003.

POSITION VACANT: Head, National Science Foundation (NSF) Europe Office, AD-5.

PROMOTION POTENTIAL: None

LOCATION: NSF Europe Office, Paris, France. Office of International Science and Engineering, Directorate for Social, Behavioral and Economic Sciences.

BARGAINING UNIT STATUS: This position is excluded from the bargaining unit.

AREA OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE.

APPOINTMENT OPTIONS:

- **Temporary Excepted Service Appointment.** Annual salary ranges from \$102,168 to \$122,000. Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected. Candidates currently in the competitive service will be required to waive competitive civil service rights if selected. Usual civil service benefits (retirement, health benefits, life insurance) are applicable for appointments of more than one year.
- **Intergovernmental Personnel Act (IPA) Assignment.** Individuals eligible for an IPA assignment with a Federal agency include employees of State and local government agencies or institutions of higher education, Indian tribal governments, and other eligible organizations in instances where such assignments would be of mutual benefit to the organizations involved. Initial assignments under IPA provisions may be made for a period up to two years, with a possible extension for up to an additional two-year period. The individual remains an employee of the home institution and NSF provides funding toward the assignee's salary and benefits.
- **Reimbursable Interagency Detail.** Federal employees may be detailed from one agency to another under an interagency agreement. Under such an agreement, the individual would retain current employment status at the home agency and NSF would provide funding toward the detailee's salary and benefits.

DUTIES AND RESPONSIBILITIES: The Europe Office represents NSF in Europe. The Office collects information and reports on European science and education policy and programmatic developments in Europe, maintains close working relationships with science and engineering support organizations and other government and private agencies in Europe, and provides coordination on research, education, and exchange programs and other NSF Europe-related activities. Work is conducted from bilateral, multilateral, and regional perspectives. The office is located in Paris and serves NSF interests throughout Europe, including Central and Eastern Europe. Information about NSF's Europe Program may be found at www.nsf.gov/sbe/int/start.htm. Information about the Europe Office may be found at www.nsf.gov/home/int/europe/index.htm.

QUALIFICATIONS REQUIRED: U.S. citizenship is required. Applicants must possess a Ph.D. or equivalent experience in science, technology, engineering, or mathematics, plus six or more years of successful research, research administration, and/or managerial experience.

QUALITY RANKING FACTORS:

1. Extensive knowledge and familiarity with the National Science Foundation sufficient to represent the Foundation abroad. Includes knowledge of the mission of the Foundation, its strategic plan and objectives and how it implements these, the grant making process, and the relationship of NSF to other U.S. Government agencies and to the scientific and technical enterprise of the United States.
2. Knowledge of a wide range of science and engineering policy issues, especially science and engineering issues in Europe, and demonstrated skill in policy analysis and reporting. Includes knowledge of science and engineering agencies and private sector research in Europe, experience interacting with government officials as well as scientists and engineers in Europe, and a solid understanding of the major trends in European science and engineering developments.
3. Ability to represent a major U.S. organization involved in international science and engineering cooperation. Demonstrated diplomatic skill in working with high level officials and complex issues in both domestic and international settings, particularly Europe.
4. Knowledge and ability in coordinating and implementing complex research and education programs involving international partnerships. Includes the ability to coordinate organizational strategy and initiatives with government administrators and researchers in academic and scientific organizations and ability to manage human, financial, material, and information resources.
5. Ability to work with students and young researchers and to encourage them to pursue international scientific partnerships and experiences.
6. While not essential, familiarity with the diplomatic and foreign policy related aspects of a position embedded in an Embassy setting. The ability to speak and read a European language, are deemed desirable.

CONDITIONS OF EMPLOYMENT: Appointment to the position is contingent upon successful completion of the appropriate background investigation, together with required Critical-Sensitive (Top Secret) Government security clearance and State Department medical clearance. The individual selected for this position will be required to file an "Executive Branch Personnel Public Financial Disclosure Report" (SF-278) in accordance with the Ethics in Government Act of 1978.

APPLICATION INSTRUCTIONS

Please ensure that your application includes the documents listed below and reflects your background in terms of the qualification requirements for the position.

1.) Resume or other application format of your choice. Your application should contain the following information: Country of citizenship. Information about your education, your major, and type and year of degree(s). Information about all your work experience, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and salary. If you have held various positions with the same employer, describe each separately. The brochure *Applying for a Federal Job* (OF 510) provides information on the federal job application process; it is available on OPM's website at www.opm.gov/forms/html/of.htm.

2.) Narrative statement addressing your background in terms of the Quality Ranking Factors.

3.) NSF Form 1232, "Applicant Survey." Submission of this form is voluntary and will not affect your application for employment. The information provided will be used only for statistical purposes.

APPLICATION SUBMISSION

Applications must be received by the closing date on this announcement. Applications may be transmitted electronically to execsrch@nsf.gov or mailed or delivered to the following address: National Science Foundation, Division of Human Resource Management, Executive Personnel, Room 315, ATTN: E20030042, 4201 Wilson Blvd., Arlington, VA 22230. Inquiries or questions should be directed to: Executive Personnel Staff at (703) 292-8755; hearing impaired individuals should call TDD (703) 292-8044. Additional information on the NSF mission, structure, programs and operations may be accessed through our Homepage www.nsf.gov. The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact on this vacancy announcement.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER